



NARODOWY INSTYTUT  
GERIATRII, REUMATOLOGII  
I REHABILITACJI

IM. PROF. DR HAB. MED. ELEONORY REICHER

## **Open, Transparent, and Merit-based Recruitment Check-list: OTM-R**

**Open Transparent Meritbased Answer:**

**Suggested indicators (or form of measurement)**

Have we published a version of our OTM-R policy online (in the national language and in English)?

x x x -/+ Yes partially

<http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU19740240141/U/D19740141Lj.pdf> [http://bip.us.edu.pl/sites/bip.us.edu.pl/files/prawo/zal\\_do\\_166\\_2017\\_3.pdf](http://bip.us.edu.pl/sites/bip.us.edu.pl/files/prawo/zal_do_166_2017_3.pdf)

Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?

x x x +/- Yes substantially

The recruitment rules are clearly described in the internal documents of the Institute: Regulations for Conducting the Competition for the Scientific Position and Heads of Organizational Cells and in the National Statute Institute of Geriatrics, Rheumatology and Rehabilitation them. prof. dr hab. med. Eleonora Reicher

Is everyone involved in the process sufficiently trained in the area of OTM-R?

x x x -/+ Yes partially

The employees of the Scientific Secretariat and the Personnel Department have been trained and provides for further training in this area (5 people).

Do we make (sufficient) use of e-recruitment tools?

x x +/- Yes substantially

Currently, NIGRiR uses tools: EURAXESS <https://euraxess.ec.europa.eu/jobs> Ministry of Science and Higher Education <http://www.bazaogloszen.nauka.gov.pl> The National Institute of Geriatrics, Rheumatology and Rehabilitation <https://spartanska.pl/konkursy/>

Do we have a quality control system for OTM-R in place?

x x x No

Currently, NIGRiR does not have such a system, but its creation is planned.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Announcements about competitions are posted on the website of the NIGRiR and on the website of the Ministry of Science and Higher Education, as well as on the European Commission website, on the EURAXESS portal.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Contests on contests are placed in the Polish version on the website of NIGRiR, and in English version on the website of the European Commission, on the EURAXESS portal. The period between placing the advertisement and the deadline for sending the application is at least 30 days, which makes it possible to reach the widest possible number of people interested in submitting application documents with the information about the competition.

**Open    Transparent    Meritbased Answer:**

**Suggested indicators (or form of measurement)**

Is our current OTM-R policy in line with policies to attract underrepresented groups?

x

x

x

-/+ Yes partially

In accordance with the internal regulations in force: Regulations for the Competition for the Scientific Position and Heads of Organizational Cells and the appointment of the Competition Commission to conduct the competition procedure for the scientific position, the commissions are multidisciplinary. Members represent various organizational departments of the Institute. Gender balance is also maintained. In the OTM-R Policy, the NIGRiR plans to put appropriate recommendations regarding the policy of attracting underrepresented groups.

Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?

x

x

x

-/+ Yes partially

The NIGRiR website will contain information on the profile description and research scope of the unit announcing the competition. NIGRiR as a research and development institute provides access not only to high-class research equipment, but also to very rich clinical material. Unfortunately, the salaries are not at the highest level.

Do we have means to monitor whether the most suitable researchers apply?

+/- Yes substantially

The librarian checks candidates for scientific positions using available databases such as: Web of Science, ResearchGate, Linked In.

Advertising and application phase

	Open	Transparent	Meritbased Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	-/+ Yes partially	The Institute has clearly defined guidelines for announcing competitions. They are placed in the Rules of Conducting the Competition for the Scientific Stand and Heads of Scientific Organizational Bodies. NIGRiR is at the stage of preparing formulas of appropriate forms, which will be bilingual templates detailing what information should be included in the advertisements placed on EURAXESS websites, the Ministry of Science and Higher Education and the NIGRiR.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	No	Currently, the Institute does not meet the requirements. After the implementation of the formula, the competition announcements will meet the requirements indicated in the OTM-R. The form contains detailed content, which should be included in the announcement and information about placing appropriate links, redirecting on the relevant pages.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	+/- Yes substantially	NIGRiR takes advantage of the opportunities offered by EURAXESS to recruit the most valuable candidates from both home and abroad. NIGRiR by posting on the EURAXESS website announcements about the contests currently taking place apply to the provisions of art. 118a point 2 of the Higher Education Act, which says about the

necessity of placing  
advertisements "on the  
websites of the European  
Commission".

**Open Transparent Meritbased Answer:****Suggested indicators (or form of measurement)**

Do we make use of other job advertising tools?      x      x      ++ Yes completely

NIGRiR, in addition to the above-mentioned competition notice databases, also publishes announcements on current recruitments at various universities.

Do we keep the administrative burden to a minimum for the candidate?      x      +/- Yes substantially

Candidates are asked to provide only the necessary documents necessary for the recruitment process. Rules and Regulations for Conducting the Competition for the Scientific Stand and Heads of Organizational Organizational Cells defines the rules on which documents should be delivered.

Selection and evaluation phase

Do we have clear rules governing the appointment of selection committees?      x      x      +/- Yes substantially

These rules are governed by the Statute of the National Institute of Geriatrics, Rheumatology and Rehabilitation prof. dr hab. med. Eleonora Reicher. The composition of the commissions shall be made public; the committee consists of six members; the principles of gender balance policy are respected.

**Open    Transparent    Meritbased Answer:**

**Suggested indicators (or form of measurement)**

Do we have clear rules concerning the composition of selection committees?

x

x

++ Yes completely

These rules are regulated by the Statutes of the National Institute of Geriatrics, Rheumatology and Rehabilitation prof. dr hab. med. Eleonora Reicher, the jury consists of six people: the chairman (head of the unit requesting employment or his deputy); at least two persons representing the same or related discipline of learning (designated by the head of the applicant unit); a person who

is supposed to be the direct supervisor of a hired employee, a representative of the Human Resources Department, an independent person.

Are the committees sufficiently gender-balanced?

x

x

++ Yes completely

In accordance with the internal regulations in force: Regulations for the Competition for the Scientific Position and Heads of Organizational Cells and the appointment of the Competition Commission to conduct the competition procedure for the scientific position, the commissions are multidisciplinary. Members represent various organizational departments of the Institute. Gender balance is also maintained.



**Open Transparent Meritbased Answer:**

**Suggested indicators (or form of measurement)**

Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?

x +/- Yes substantially

In accordance with the internal regulations in force: Regulations for the Competition for the Scientific Position and Heads of Organizational Cells and the appointment of the Competition Commission to conduct the competition procedure for the scientific position, the commissions are

multidisciplinary. The members represent the various organizational departments of the Institute so that they can best examine the candidate's suitability for a given job.

Appointment phase

Do we inform all applicants at the end of the selection process?

x -/+ Yes partially

Both the commissions conducting the recruitment process and employees of the human resources department make every effort to ensure that their actions lead to the selection of new employees while maintaining the transparency principle. Candidates are informed about the recruitment process, selection criteria, the number of available positions and prospects for professional development. NIGRiR recommends providing feedback to all persons who have entered the competition. The selected candidate is immediately informed of the committee's decision. In addition, on the website of the NIGRiR, information about the settlement of the competition and details of the person indicated by the competition committee for

employment is provided.

**Open    Transparent    Meritbased Answer:****Suggested indicators (or form of measurement)**

Do we provide adequate feedback to interviewees?

x

No

Candidates do not receive feedback on the strengths and weaknesses of their candidacies. In the course of creating the OTM-R Policy, the NIGRiR will put appropriate recommendations regarding the preparation of opinions on each candidate taking part in the recruitment process. Such an opinion will have to include, among others strengths and weaknesses of the candidate.

Do we have an appropriate complaints mechanism in place?

x

No

In the course of creating the OTM-R Policy, the NIGRiR will put appropriate recommendations on the creation of a mechanism for reporting complaints against the recruitment process.

Overall assessment

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-/+ Yes partially

The scientific secretariat oversees the implementation of the OTM-R assumptions. In the course of creating the OTM-R Policy, NIGRiR will place appropriate recommendations regarding the creation of a system for assessing the degree of implementation of the OTM-R assumptions. These activities will include identification of problems under policy provisions as well as assistance in achieving the set goals.